

Preventing Sexual Harassment in the Workplace



Sexual Harassment in the workplace has made substantial impacts on company's bottom lines throughout the years. In addition to the legal payouts mandated, when not addressed, sexual harassment can lead to poor morale, increased turnover and tension within teams.

Leadership teams benefit immensely from learning the various ways sexual harassment has hurt other organizations financially and the damage it has caused to their public reputation. An organization's best defense from these legal implications is to collaboratively identify the boundaries for what behavior is acceptable and establish what procedures to take when undesirable behaviors are present.

Course Benefits

- The various forms of sexual harassment in the workplace.
- Identifying misconceptions and faulty assumptions of what constitutes sexual harassment.
- Learn warning signs associates show when being harassed.
- Specify EEOC guidelines and the legal considerations.
- Employers responsibility and liability in handling cases.
- Guidelines for documenting cases and complaints.
- Tools for conducting thorough investigations.
- Techniques for interviewing parties involved in a claim: harassed, harasser & witnesses.
- Day-to-day management practices that safeguard the organization.
- Establish and enforce effective policies prohibiting harassment.

Course overview

What is Sexual Harassment?

- Assessment of our understanding of sexual harassment.
- How sexual harassment comes about in the workplace.
- The negligent mindset of parties involved.
- The difference between sexual harassment and harassment.
- How sexual harassment has evolved and why there was a need for such a law.

The legal implications and EEOC guidelines

- Understanding the law and how it applies to your business.
- Who is covered under the law; protected classes.
- Court cases seen in the United States.
- Real case examples of lawsuits that could have been avoided.
- The financial damages companies have been mandated to pay.
- The responsibility of leadership to enforce these guidelines with their teams.



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Course overview (cont'd)

Creating awareness and approaches to dealing with possible sexual harassment

- Group exercises to create awareness of how sexual harassment comes about.
- The many ways in which harassment can take form.
- The company's responsibility in recognizing sexual harassment and how to approach it.
- Recognize and address potential borderline behaviors that could escalate into harassment.
- How social media has exacerbated sexual harassment in the workplace.
- Biggest misconceptions of what constitutes sexual harassment.
- Critical information leadership must convey when educating teams on sexual harassment.
- Identifying what is a "Reasonable person."

Understanding and preparing for the legal process once an official complaint is made

- Knowing when legal guidance is necessary.
- How the process of discovery works and what you should prepare for.
- What your company should be able to provide to outside agencies.
- When settling may be the best approach.

How to handle a sexual harassment complaints from beginning to end

- Biggest mistakes companies make in handling sexual harassment complaints.
- The importance of taking claims serious from the first mention of harassment.
- How to manage the grapevine if associates begin sharing "what they've heard."
- Appropriate questions to ask in order to get the proper information needed for an investigation.
- How to construct concise and direct statements that give the complainant comfort in knowing you are addressing the issue.
- Signs an associate may be going to an attorney, bypassing HR.
- Documentation do's and don'ts.

